

C O U N C I L C O M M U N I C A T I O N

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE:
September 6, 1989

SUBJECT: AMEND CLASS SPECIFICATIONS FOR ALL FIRE CLASSES

PREPARED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the mended class specifications (Resolution 89- 117) for:

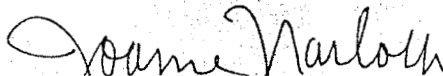
Fire Administrative Officer
Fire Battalion Chief
Fire Captain
Fire Inspector
Firefighter I/II/Engineer

BACKGROUND INFORMATION: These amendments are proposed in order to accurately maintain the City of Lodi's current classification plan.

The Fire department has worked with the Personnel Department and concurs with these changes.

This adjustment is to be effective September 6, 1989.

Respectfully submitted,



Joanne Narloch
Personnel Director

cc: Chief Hughes

JN/kt
Attachments

COUNC002/TXTA.04P

9/6

RESOLUTION NO. 89-117

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE AMENDED CLASS SPECIFICATIONS
FOR ALL FIRE CLASSES

RESOLVED, that the City Council of the City of Lodi does hereby approve the amended class specifications for all fire classes as shown on Exhibit A attached hereto and thereby made a part hereof, to become effective September 6, 1989 for the following classes:

Fire Administrative Officer
Fire Battalion Chief
Fire Captain
Fire Inspector
Firefighter I/II/Engineer

Dated: September 6, 1989

I hereby certify that Resolution No. 89-117 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 6, 1989 by the following vote:

Yea: Council Members - Hinchman, Olson, Pinkerton, Reid and Snider
(Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk

89-117

RES89117/TXTA.02J

Fire Administrative Officer

DEFINITION:-

Under administrative direction, assists in planning, organizing and managing the operations of the Fire Prevention, Fire Suppression or Fire Training Division; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class has major responsibility for the administration of Fire Prevention, Suppression or the Training Division of the Fire Department. Incumbents are **responsible** for formulating **policy**, developing goals and objectives, supervising staff and directing day-to-day activities. This class is distinguished from Fire Battalion Chief, which supervises a group of companies for an assigned shift, whereas this class has overall division responsibility. Incumbents may serve as acting Fire Chief in the absence of the Chief.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

Fire Marshal:

Develops and directs the implementation of **goals**, policies and procedures of the division.
Develops and prepares fire codes for final adoption by the City Council.
Checks building plans and **plans** associated with fire protection systems for their compliance with codes.
Consults with architects, engineers, builders and planners; makes code interpretations as needed.
Investigates fires to determine cause and origin.
Conducts fire prevention inspections.
Prepares fire-related criminal **case** for prosecution in court.
Supervises fire inspectors; conducts training drills as required.
Directs the selection, supervision, **performance** evaluations and discipline of division staff.
Prepares and maintains written **reports**, statistics, records and correspondence for fire prevention activities; prepares division budget.
Relieves on-duty Battalion Chief **when** needed.

Field Operations Officer:

Develops and directs the implementation of **goals**, policies and procedures of the division; responsible for emergency and non-emergency operations of fire suppression, including strategy and tactics, rescue, medical and related emergency response functions.
Develops and implements the division's portion of the department's safety program.
Reviews fire reports for completeness and accuracy.
Develops monthly activities schedule.
Supervises Battalion Chiefs and relieves on-duty Battalion Chiefs as needed.

Directs the selection, performance evaluation, and discipline of division staff.

Prepares and maintains written reports, statistics, records and correspondence for fire prevention activities; prepares division budget.

Responds to and assumes command of emergency scene as required.

Prepares apparatus and equipment specifications for bid purposes.

Conducts training drills.

Relieves on duty Battalion Chief as needed.

Training Officer:

Develops and directs the implementation of goals, policies and procedures of the division.

Responsible for initiating and developing lesson plans; conducts training drills and classes; supervises other staff in the delivering of training programs.

Directs the selection, work evaluation and discipline of division staff.

Prepares and maintains written reports, statistics, records and correspondence for fire prevention activities; prepares division budget.

Responds to and assumes command of emergency scenes as required.

Relieves on-duty Battalion Chief as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

Fire administrative principles and methods including goals and objective setting, program development and implementation, work organization, and supervision.

Principles, techniques, strategy, materials, apparatus and equipment design used in fire suppression, investigation and prevention.

Principles, practices, techniques and equipment used in medical, chemical and hazardous material, rescue and a variety of other emergency response.

Principles and practices of budget development and administration.

Principles of training.

Skill to:

Manage and direct a major division of fire department.

Plan, direct and coordinate a large number of employees through subordinate supervisors.

Analyze administrative and emergency response and operations problems, developing sound alternatives, and adopting effective courses of action, including under emergency circumstances; working as a member of a decision making team and be able to reach consensus of opinion.

Develop and implement goals, objectives, policies, procedures, work standards and management controls.

Establish and maintain effective working relationships with department personnel, officials and the public.

Prepare clear and concise records, reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Associate of Arts degree in fire science, business administration, personnel management or a related field. Upper division college courses in business administration or personnel management is desirable.

Experience:

Five years of experience in firefighting, training or fire prevention work, including two years of supervisory experience equivalent to a Fire Captain.

LICENSES AND CERTIFICATES:

Possession of a valid California Class B Driver's License issued by the Department of Motor Vehicles.
Certification as an Emergency First Responder.
Certification as a State or California Fire Officer.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.

CITY OF LODI

Fire Battalion Chief

DEFINITION:

Under direction, responsible for the supervision of all personnel and operations of a shift; responsible for both emergency and non-emergency activities of a number of companies; commands emergency response scenes; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Fire Battalion Chief is responsible for coordinating the daily operations of on-duty fire suppression personnel, apparatus and equipment; responsible for acting as on-scene incident commander of responses to fire, rescue and medical calls.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

Assists in the development and implementation of goals, objectives, policies and procedures; interprets policies and procedures and insures their proper application.

Plans, organizes, assigns and evaluates the work of staff and shift operational activities; makes staff assignments to fire stations.

Serves as Incident Commander at emergency scenes; supervises response to emergency fire, medical aid, hazardous material, rescue and other situations and directs companies responding to the emergency.

Briefs superior officers concerning emergency situations, reviews strategy and tactics being employed and turns over command when relieved.

Supervises Fire Captains and works with them to coordinate the work of a shift.

Coordinates the repair and maintenance of equipment and fire apparatus; monitors changes in equipment and methods and recommends incorporation into department activities.

Provides for the selection of staff; evaluates employee performance and counsels employees regarding work performance and procedures; administers discipline, receives and takes action on grievances.

Maintains records and prepares periodic and special reports; responsible for maintenance of vacation and holiday records.

Assists the Fire Prevention Bureau and supervises the assignment of personnel to the shift inspector program; assists with development and delivery of the department training program.

Assumes the duties and responsibilities of the Fire Administrative Officers in their absence.

participates in public relations and public education programs.

MINIMUM QUALIFICATIONS:

Knowledge of:

Supervisory principles and practices, including work organization and delegation, training and evaluation.
Principles, techniques, material, equipment and strategy and tactics used in fire suppression, investigation, prevention, and incident command.
Principles and practices of providing emergency medical response.
Hazardous material and chemical spill response.
Applicable state and federal laws, codes, ordinances and regulations.
Safety practices and precautions pertaining to the work.
Geographical layout of the City and location of various fire suppression utilities.

Skill to:

Make appropriate plans and tactical decisions in response situations.
Plan, assign, direct, review and evaluate the work of others.
Assess emergency incidents and develop, implement and direct appropriate response strategies.
Develop and conduct classroom and practical training courses and programs.
Render emergency medical care at the basic life support level.
Establish and maintain effective working relationships with those encountered in the course of the work.
Maintain accurate records and prepare clear and concise reports and other written materials.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Associate of Arts degree in fire science, business administration, **personnel** management or a related field.

Experience:

One year of full-time experience equivalent to Fire Captain.

LICENSES AND CERTIFICATES:

Possession of a valid California Class B Driver's License issued by **the** Department of Motor Vehicles.
Certification as an Emergency First Responder.
Certification as a State of California Fire Officer.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.

September 1989

CITY OF LODI

Fire Captain

DEFINITION:

Under direction, responsible for the supervision of personnel assigned to a fire station and assigned fire apparatus; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is the first level supervisor and company commander; directs and participates in either fire suppression or emergency medical response, fire prevention and related departmental functions. Incumbents supervise company staff directly and typically serves as a station commander at single company stations.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

Assists in the development **and** implementation of policies and procedures. Plans, organizes and assigns personnel to duties and responsibilities at a fire station and on fire apparatus; assists staff with their assigned duties; supervises the daily maintenance of fire stations and equipment. Prepares performance **appraisals**; discusses and coordinates discipline and other personnel issues **with** Fire Battalion Chiefs or Fire Administrative Officers. Conducts fire inspections of businesses within assigned district. Assists in the preparation of monthly work schedule; maintains records and writes reports of station activities on a monthly basis; prepares emergency reports. Assumes role of Incident Commander at emergency scenes until relieved by higher ranking officer. Participates in public **relations** programs and public education program.

MINIMUM QUALIFICATIONS:

Knowledge of:

Rules, policies and procedures governing the Lodi Fire Department.
Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
Principles, techniques, **strategy**, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency response.
Principles and practices of providing emergency medical response at the basic life support level.
Hazardous material and chemical spill response.
Safety practices and precautions pertaining to the work.

Skill to:

Organize, schedule, assign, and review the work of others.
Analyze emergency response and operations problems, develop sound alternatives,
and make **effective** decisions under emergency circumstances.
Develop and conduct classroom and practical training courses and **programs**.
Render emergency medical care at the basic life support level.
Establish and maintain effective working relationships with employees,
officials and the public.
Maintain accurate records and prepare clear and concise reports and other
written materials.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely
provide the required knowledge and abilities would be:

Education :

Completion of High School or its equivalent.
college level Fire Science coursework is desirable.

Experience:

Five years of experience as a Firefighter/Engineer.

LICENSES AND CERTIFICATES:

Possession of a valid California Class E Driver's License issued by the
Department of Motor Vehicles.
Certification as an Emergency First Responder.
Certification as a State of California Fire Officer.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.

CITY OF LODI

Fire Inspector

DEFINITION:

Under direction, performs fire inspection, investigation and prevention activities; enforces fire codes, laws and regulations relating to fire protection, prevention and safety; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey level classification which performs varied facility inspections to ensure compliance with fire and life safety codes. It is distinguished from the building inspection classes in that the duties relate specifically to fire and life safety code enforcement. It is further distinguished from the fire suppression classes in that this class provides support only in the code enforcement and fire investigation areas.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

- Conducts inspections of new construction, remodeled, and various other structures to ensure compliance with fire, life safety and related codes and ordinances.
- Periodically inspects hospitals, convalescent and retirement homes and child care facilities.
- inspects fire escapes, emergency exits, fire and smoke alarms and sprinkler systems and other equipment to promote fire safety and prevention.
- Investigates fires involving loss of life, arson, extensive property loss, fires of undetermined origin, investigates citizen complaints of violations of fire codes and regulations and takes corrective action.
- Advises developers, contractors, property owners and the public in matters related to fire prevention, code enforcement, and hazardous material storage and disposal; reviews applications and issues permits for gas tank storage, pyrotechnics, high-hazard storage, blasting; interprets codes and regulations and explains permit programs and compliance conditions.
- Meets with industrial, business, school and hospital representatives to promote cooperation on fire prevention measures and speaks to various civic and professional organizations to promote fire safety and prevention activities.
- Maintains accurate records; prepares correspondence, fire reports, procedures and other written materials.

MINIMUM QUALIFICATIONS:

Knowledge of:

Federal, state and Local codes, ordinances and regulations relating to fire and life safety, hazardous materials storage and disposal and building construction.

Principles and methods used in building construction.

Fire protection, detection and suppression systems, materials and equipment.

Business mathematics related to calculating fire protection and suppression system requirements.

Fire inspection practices and methods, including techniques for dealing with the public in stressful situations.

Skill to:

Perform thorough and accurate facility inspections for code enforcement purposes.

Interpret and apply complex codes and regulations.

Read and interpret plans and specifications.

Investigate complaints, evaluate alternatives and make appropriate recommendations for problem resolution.

Deal courteously and communicate effectively with property owners, contractors, and other contacted in the course of work.

Maintain accurate records and prepare clear and concise reports, correspondence and other written materials.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Completion of High School or its equivalent.

Experience:

Three years of experience as a Firefighter/Engineer.

LICENSES AND CERTIFICATES:

Possession of a valid California Class B Driver's License issued by the Department of Motor Vehicles.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.

Firefighter 1/11 / Fire Engineer

DEFINITION:

Under supervision, participates in firefighting, emergency medical services and fire prevention activities; operates and maintains fire apparatus; performs various fire support assignments; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Firefighter I - This is the entry level for the Firefighter class series. Under close supervision, learns and performs a variety of firefighting assignments. With training and experience, the work becomes more diversified and difficult. This class is flexibly staffed with Firefighter II, and incumbents may progress to the higher level after successfully completing a one year probationary period and the Lodi Fire Department Firefighter I Certification which demonstrates proficiency to meet the qualifications of Firefighter II.

Firefighter II - This is the full working level class in fire suppression, performing all duties required to effectively respond to emergency fire suppression and basic life support medical situations. Incumbents perform a wide range of fire fighting and fire support duties. This class is flexibly staffed with Fire Fighter Engineer, and incumbents may progress to the higher level after successfully completing three years of service with the Lodi Fire Department, and the Lodi Fire Department Fire Engineer Certification which demonstrates proficiency to meet the qualifications of Fire Engineer.

Fire Engineer - This is the advanced level in fire suppression, fully qualified to operate any apparatus, vehicles and equipment in addition to performing all normal emergency response duties; may be assigned to a truck engine, or other apparatus. This class is flexibly staffed with Firefighter II and incumbents may advance from Firefighter II to Firefighter Engineer after successfully completing three years of service with the Lodi Fire Department and demonstrating proficiency to meet the requirements for Firefighter Engineer. This class is distinguished from Fire Captain in that Fire Captain is the first level supervisory class which provides direction to a company during an assigned shift.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

Responds to fire alarms and operates fire equipment and apparatus; connects and lays fire hose lines connecting to hydrants and between engines; controls and extinguishes fires.

Raises and lowers ladders during firefighting operations.

Uses various hand and power tools to obtain entry to buildings, assist trapped victims, and provide ventilation.

Assist in clean-up, salvage and overhaul operations.

performs regularly scheduled maintenance on apparatus, hoses and equipment to ensure readiness; cleans fire station & equipment.

participates in public relations programs and public education programs.

Provides first responder medical emergency response at the basic life support level, including cardio-pulmonary resuscitation and trauma emergency medical care.

Participates in staff support assignments which may include fire prevention, inspection, maintenance of inventory records, inspection of departmental equipment, and investigations.

Uses firefighting and chemical safety apparel and equipment, including turnout gear, helmets, hoods, and self-contained breathing apparatus.

Selects route to be taken in response to emergencies.

Drives fire apparatus to the scene of an emergency, determines proper location for apparatus and places it in operation.

Operates engines by laying hose, calculating and monitoring hydraulic conditions; directs engine hook-up, and sets up and adjusts controls to ensure proper water flow; operates aerial ladder trucks by stabilizing truck and maneuvering, extending and retracting ladder.

May direct the work of a company during the absence of a company officer.

MINIMUM QUALIFICATIONS:

Knowledge of:

Rules, policies and procedures governing the Lodi Fire Department.

Firefighting methods, techniques and equipment; principles

Operation and maintenance practices and methods for a variety of fire apparatus and equipment.

Safety practices and precautions pertaining to the work.

Geographical layout of the City and location of various fire suppression utilities.

Ability to:

Wear self-contained breathing apparatus.

Drive fire equipment safely.

Effectively communicate with people under trying circumstances.

Firefighter I

Education: Completion of high school or its equivalent.

Experience: NONE

LICENSES AND CERTIFICATES:

Attain Certification as an Emergency First Responder within one (1) year completion of coursework required for Firefighter I Certification issued by the State of California.

Possession of a valid Class B California Driver's License issued by the Department of Motor Vehicles within 1-2 years.

Physical Condition:

Must be in excellent physical condition; must be able to pass a medical examination which includes, hearing: normal in each ear; vision: 23/70 correctable to 20/20; normal color perception.

Willingness to participate in the Lodi Fire Department Physical Fitness program.

~~Age:~~ 18 years of age at time of application.

Firefighter II

Education:

Completion of High School or its equivalent.
College-level fire science coursework is desirable.

Experience:

One year as a Firefighter I in the Lodi Fire Department.

LICENSES AND CERTIFICATES:

Possession of a valid Class B California Driver's License issued by the
Department of Motor Vehicles.
Lodi Fire Department Firefighter II Certification.
Cardio-pulmonary resuscitation (CPR) Certification.

Other Requirement :

Willingness to participate in the Lodi Fire Department Physical Fitness program.

Fire Engineer

Education:

Completion of High School or its equivalent.
College level fire science coursework is desirable.

Experience:

Three years as a Lodi Firefighter, two years which must be served as a Lodi
Fire Department Certified Firefighter II.
Successful completion of the Lodi Fire Department Fire Engineer Certification.

LICENSES AND CERTIFICATES:

Possession of a valid Class B California Driver's License issued by the
Department of Motor Vehicles.
Certification as an Emergency First Responder.
Certification as a Lodi Fire Department Firefighter II & Fire Engineer.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.